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25X1A9a MEMORANDUM FOR: [REDACTED]

SUBJECT : Inspector General's Report --  
Recommendation #8

1. The IG recommended that the Director of Training establish appropriate criteria for determining the types of training that shall be entered on each employee's training record; the Office of Training concurred in this recommendation.

2. Following are the criteria to be considered in determining the types of training that shall be entered on each employee's training record:

- the DTR determines*
- enter all training which has a significant bearing on present or future administrative actions,
  - determined by the DTR to be* include that training vital to the development of a realistic and workable data base,
  - include training where costs of the training are a significant factor in accounting or as background for budgeting.
  - input that training which bears directly on future individual or organizational training requirements.

3. Following are recommended actions for implementation of

these criteria:

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- always,*
- input only those courses of three days or longer with

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certain specified exceptions,

b. discontinue the input of Clerical Induction and Clerical Orientation,

c. *input of data on* discontinue the practice of requiring OTR approval of professional meetings as training,

d. *formal training conducted by* complete the input of all component training by including Commo training in the Record,

e. *input of specific courses in* discontinue *detailing only the major subject and date of* detailing course by course full-time sponsored academic training, making only one entry at the completion of the training,

f. input Agency -developed two-week active training courses for Reservists.

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**Criteria for Input into the Agency Training Record**

1. Input only those courses of three days or longer except selected ad hoc exceptions.
2. Discontinue the input of Clerical Indoctrination and Clerical Orientation.
3. Turn back to the components <sup>ADMINISTRATIVE PROCESSING OR ATTENDANCE AT</sup> professional meetings of short duration with minimal cost.
4. Input all component <sup>FORMAL</sup> training.
5. For full-time sponsored academic training, only one entry will be made at the completion of the training.
6. Consider Agency developed two-week active duty courses for reservists.

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Recommendation No. 8

The Director of Training establish appropriate criteria for determining the types of training that shall be entered on each employee's training record.

Comment

Concur

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